



AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, June 24, 2025 AT 5:30 P.M.
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

Barrhead.....a quality community.....giving a quality lifestyle

1. Call to Order
2. Consideration of Agenda (Additions - Deletions)
3. Confirmation of Minutes
 - (a) Regular Meeting Minutes – June 10, 2025
4. Public Hearings
 - (a) There are no Public Hearings
5. Delegations
 - (a) Delegation at 5:30 Henry A. Stel, President – Barrhead & District Historical Society
6. Old Business
 - (a) None
7. New Business
 - (a) RFD Monthly Bank Statement
 - (b) RFD Appointment of Library Board Member
 - (c) RFD Self-Sanctioned Tier 2 Jr. A “Pay-to-Play” Hockey Teams in Barrhead
 - (d) RFD Council Standing Calendar
 - (e) RFD Community Related Organizations Under Town Utilities

8. Councillor Reports

(Roundtable)

9. Minutes

(a) County of Barrhead Meeting Highlights – June 17, 2025

10. Bylaw

(a) None

11. Correspondence Item

(a) None

12. For the Good of Council

13. Tabled Items

(a) None

14. Closed Session

(a) Land Matter: FOIP Act, Section 25

(b) Legal Matter: FOIP Act, Section 24

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, JUNE 10, 2025,
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

PRESENT Mayor McKenzie, Crs: T. Assaf , D. Kluin, R. Klumph, A. Oswald, D. Sawatzky and D. Smith

Officials: Collin Steffes, CAO; Jenny Bruns, Director of Planning, Economic Development & Legislative Services; Jennifer Mantay, Director of Corporate Services; Shallon Touet, Director of Parks and Recreation; Sheldon Flett, Director of Public Works; and Jodie Lyons, Municipal Coordinator

OTHERS Barry Kerton, Barrhead Leader; Sgt. Collin Hack, RCMP; Michelle Melnyk, Healthy Families, Healthy Futures; and Caron Cheng and Jay Hoots of Hoots Ltd.

CALL TO ORDER Mayor McKenzie called the meeting to order at 5:31 p.m.

AGENDA The agenda was reviewed.

166-25 Moved by Cr. Sawatzky that the agenda be accepted, as presented.

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES The Minutes of the Town Council Regular Meeting of May 27, 2025, were reviewed.

167-25 Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of May 27, 2025 be approved as presented.

CARRIED UNANIMOUSLY

DELEGATION Mayor McKenzie and Council welcomed Sgt. Collin Hack from the Barrhead Detachment, RCMP at 5:32 p.m.

Sgt. Collin Hack, RCMP provided a quarterly update including statistics and the current resourcing constraints.

EXITED Mayor McKenzie and Council thanked Sgt. Collin Hack for his report and he exited Chambers at 6:08 p.m.

168-25 Moved by Cr. Assaf that the RCMP Quarterly Report is accepted as presented.

CARRIED UNANIMOUSLY

Mayor McKenzie and Council welcomed Michelle Melynk, Healthy Families, Healthy Futures at 6:08 p.m.

Michelle Melynk presented an update from Healthy Families, Healthy Futures about Coordinated Community Response and requested World Elder Abuse Awareness Day be proclaimed on June 15.

EXITED Mayor McKenzie and Council thanked Michelle Melynk for her presentation and she exited the Chambers at 6:08 p.m.

169-25 Moved by Cr. Oswald that the Healthy Families, Healthy Futures presentation is accepted as presented.

CARRIED UNANIMOUSLY

**WORLD ELDER ABUSE AWARENESS
DAY PROCLAMATION – JUNE 15TH**

For Council to consider proclaiming June 15th as World Elder Abuse Awareness Day.

170-25 Moved by Cr. Kluin that Council proclaim June 15th as World Elder Abuse Awareness Day.

IN FAVOR: Mayor McKenzie, Crs.: T. Assaf,
D. Kluin, A. Oswald, D. Sawatzky
and D. Smith

OPPOSED: Cr. R. Klumph

REQUEST FOR DECISION BIKE SKILLS AREA DRAFT CONCEPTS

Shallon Touet, Director of Parks and Recreation presented to Council to discuss and decide on one of the two concept plans submitted by Hoots Inc. for the development of a bike skills area in the Barrhead's All Wheels Park.

DELEGATION

Caron Cheng and Jay Hoots joined the meeting at 6:36 p.m. via TEAMS online meeting to present information about the conceptual plans.

171-25 Moved by Cr. Assaf that Council approve concept #1 as the preferred design for the bike skills area at the All Wheels Park, and direct administration to proceed with the next steps in the project.

EXITED

Caron Cheng and Jay Hoots left the meeting at 7:16 p.m.

IN FAVOR: Mayor McKenzie, Crs.: T. Assaf,
D. Kluin, A. Oswald, D. Sawatzky
and D. Smith

OPPOSED: Cr. R. Klumph

REQUEST FOR DECISION ALTERNATIVE DUST CONTROL TRIAL

Sheldon Flett, Director of Public Services presented to Council to seek support to trial an alternative dust suppression product.

172-25 Moved by Cr. Sawatzky that Council approve a trial application of MG(30) on 46 Street, between 61 Avenue and 62 Avenue, which measures approximately 425 meters in length and 8 meters in width and 48 Street starting at 62 Avenue South to 6117 (Ripple Thrift Store) measuring 175 meters in length and 8 meters in width approximately.

CARRIED UNANIMOUSLY

RECESSED

173-25 Moved by Cr. Assaf that Council recess at 7:24 p.m.

CARRIED UNANIMOUSLY

RECONVENED

174-25 Moved by Cr. Sawatzky that Council reconvene at 7:48 p.m.

CARRIED UNANIMOUSLY

**REQUEST FOR DECISION
DONATION OF MAPLE LEAF
TRUCK TO BDHS**

Collin Steffes, CAO, presented to Council to consider the merit of donating the Maple Leaf Historic Truck to the Barrhead and District Historical Society (BDHS).

175-25 Moved by Cr. Oswald that Council direct administration make necessary arrangements to donate the historic Maple Leaf Truck, in ‘as-is’ condition, to the Barrhead and District Historical Society.

CARRIED UNANIMOUSLY

**RFD CANADA DAY
ROAD CLOSURE**

Jodie Lyons, Municipal Coordinator requested that Council approve the partial road closure of 49 Street from 57 Ave South to Blue Heron Bowl (5629 – 5501 49th Street) on July 1, 2025 from 9:00 am to midnight on July 1, 2025.

176-25 Moved by Cr. Smith that Council approve the partial road closure of 49 Street from 57 Ave South to Blue Heron Bowl (5629 – 5501 49th Street) on July 1, 2025 from 9:00 am to midnight on July 1, 2025.

CARRIED UNANIMOUSLY

**REQUEST FOR DECISION
ADDITION TO COUNCIL BOARDS,
COMMISSIONS, & COMMITTEES**

Collin Steffes, CAO presented to Council to consider adding the Barrhead and District Historical Society to Council’s approved Boards, Commissions, and Committees.

177-25 Moved by Cr. Kluin that Council accept the Barrhead and District Historical Society to Council’s approved Boards, Commissions, and Committees.

CARRIED UNANIMOUSLY

178-25 Moved by Cr. Kluin to appoint Cr. Oswald as the representative of the Barrhead and District Historical Society

CARRIED UNANIMOUSLY

**COUNCIL
REPORTS**

The following Reports to Council as of June 10, 2025, were reviewed:

- (a) Barrhead Exhibition Association & Agricultural Society – Cr. Anthony Oswald
- (b) Barrhead & District Historical Society – Cr. Anthony Oswald
- (c) Barrhead & District Indigenous Committee – Cr. Anthony Oswald

- 179-25 Moved by Cr. Smith that the following Reports to Council as of June 10, 2025, be accepted as information:
- (a) Barrhead Exhibition Association & Agricultural Society
 - (b) Barrhead & District Historical Society
 - (c) Barrhead & District Indigenous Committee

CARRIED UNANIMOUSLY

BYLAW 05-2025
RATES AND FEES BYLAW

For Council to consider passing all three readings to the Town’s amended Rates and Fees Bylaw 05-2025 (rescinding Bylaw 01-2025).

- 180-25 Moved by Cr. Assaf that Council give Bylaw 05-2025, the Rates and Fees Bylaw, first reading.

CARRIED UNANIMOUSLY

- 181-25 Moved by Cr. Oswald that Council give Bylaw 05-2025, the Rates and Fees Bylaw, second reading.

CARRIED UNANIMOUSLY

- 182-25 Moved by Cr. Sawatzky that Council present Bylaw 05-2025, the Rates and Fees Bylaw for third reading.

CARRIED UNANIMOUSLY

- 183-25 Moved by Cr. Assaf that Council give Bylaw 05-2025, the Rates and Fees Bylaw for third reading and final reading.

CARRIED UNANIMOUSLY

FOR THE GOOD
OF COUNCIL

- Mayor McKenzie reported the Fly-in Breakfast had healthy ground traffic despite of the windy weather. Kudos to the workers and volunteers for bringing it back after 8 years.
- Mayor McKenzie reported the Renaming of the All Wheels part was very well organized, it had a great turnout with family, friends, and the public in attendance.
- Cr. Assaf reported his attendance at the Seniors’ Expo that ran from 2:00-7:00 p.m. He estimated 250 attendees, a fantastic turnout, and was happy to see all the local vendors who attended.
- Cr. Assaf also reported on his and Cr. Sawatzky’s attendance at the Federation of Canadian Municipalities conference. It was very good and very informative. He noted there was a lot of information about rural municipalities, and it was encouraging to hear the optimism from political leaders and our Prime Minister who spoke. He thanked Council for the valuable opportunity.
- Cr. Klumph reported that the members of the Paddle River Golf and County Club have been working very hard to bring the course back in shape. Things are changing there and he encourages the public to please go out and enjoy.

**CLOSED SESSION – LAND MATTER
FOIP ACT SECTION 25**

184-25 Moved by Cr. Assaf that the Council go into closed session at 8:24 p.m.

CARRIED UNANIMOUSLY

OUT OF CLOSED SESSION

185-25 Moved by Cr. Kluin that the Council come out of closed session at 8:39 p.m.

CARRIED UNANIMOUSLY

**PRIVATE LAND PURCHASE
PROPOSAL – CONSIDERATION OF
LAND AND ALTERNATIVES**

Jenny Bruns, Director of Planning, Economic Development & Legislative Services provided Council with information and considerations regarding a proposed private land purchase and a review of alternatives prior to moving forward.

186-25 Moved by Cr. Sawatzky that Council decline the proposal from the landowner and thank them for the opportunity to purchase the land; and further; That Council direct Administration to include future land growth and potential land acquisitions in a future Municipal Development Plan review.

CARRIED UNANIMOUSLY

ADJOURN

187-25 Moved by Cr. Assaf that the Council Meeting be adjourned at 8:46 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Collin Steffes

REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

Date: June 24, 2025

Re: Monthly Bank Statement to May 31, 2025

1.0 PURPOSE:

For Council to accept the Monthly Bank Statement to May 31, 2025, as presented.

2.0 BACKGROUND AND DISCUSSION:

It has been the practice of Administration to provide Council with Monthly Bank Statements as financial information to provide some insight on the Town's financial activities.

3.0 ALTERNATIVES:

3.1 Council receives the Monthly Bank Statement to May 31, 2025, as information.

3.2 Council instructs Administration to provide additional information to the Monthly Bank Statement to May 31, 2025, and report back to the next Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not Applicable

8.0 ATTACHMENTS:

8.1 Monthly Bank Statement to May 31, 2025

9.0 RECOMMENDATION:

Council accepts the Monthly Bank Statement to May 31, 2025, as information.

(original signed by the CAO)
Collin Steffes
CAO

**TOWN OF BARRHEAD
MONTHLY BANK STATEMENT
FOR MONTH ENDED MAY 31, 2025**

PER TOWN OF BARRHEAD:	SERVUS GENERAL ACCT	TERM DEPOSITS
Net Balance - Previous Month	3,768,180.94	4,500,000.00
Receipts	1,928,642.60	
Interest	11,633.87	
Transfers from/to Term Deposits	0.00	
Cancelled Cheques	0.00	
SUBTOTAL	5,708,457.41	4,500,000.00
Disbursements	1,025,173.07	
Debentures/Interest	0.00	
School Requisition	0.00	
Transfers from/to General	0.00	0.00
NSF/Returned Cheques or Transfers	0.00	
Postdated Cheques	0.00	
NET BALANCE AT END OF MONTH	4,683,284.34	4,500,000.00

PER BANK:		
Balance at end of month	4,548,181.81	4,500,000.00
Outstanding Deposits	372,603.37	
SUBTOTAL	4,920,785.18	4,500,000.00
Outstanding Cheques	237,500.84	
NET BALANCE AT END OF MONTH	4,683,284.34	4,500,000.00

TERM DEPOSIT SUMMARY
FOR MONTH ENDED MAY 31, 2025

<u>Financial Institution</u>		<u>Term Amount</u>	<u>Interest Rate</u>	<u>Term Started</u>	<u>Investment Details</u>
Scotiabank	\$	2,000,000.00	3.58	09-Dec-24	Maturity Date Jun. 9, 2025
Servus	\$	2,500,000.00	3	14-May-25	Maturity Date Aug. 12, 2025

REQUEST FOR DECISION

To: Town Council

From: Jenny Bruns

Date: June 24, 2025

Re: Appointment of Member at Large to Barrhead Public Library Board

1.0 PURPOSE:

For Council to appoint one member at large to the Barrhead Public Library Board.

2.0 BACKGROUND AND DISCUSSION:

In accordance with the current agreement to establish an Intermunicipal Library Board, members at large from the Town and County are required to be appointed, and ratified through Council resolution.

The Town of Barrhead member at large recently resigned from the board, leaving the position vacant until December of 2026.

The Library administration indicated that they would like the position filled rather than leave vacant for that length of time.

A call for members was issued to the public and the responses were provided to the library administration for consideration. The library recommends appointing Cheyenne Tischer and suggests encouraging the other applicant to reapply when new positions become available in December of 2025.

3.0 ALTERNATIVES:

- 3.1 Council may appoint the recommended member.
- 3.2 Council may table and ask for further information.
- 3.3 Council may decline appointing and reopen the call for a member at large.

4.0 FINANCIAL IMPLICATIONS:

Financial costs are already accounted for through the annual budget process.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Limited.

8.0 ATTACHMENTS:

8.1 Expressions of Interest from potential members.

8.2 Letter of recommendation from the Library administration.

9.0 RECOMMENDATION:

That Council approves Cheyenne Tischer as a member at large to the Barrhead Public Library Board.

(original signed by the CAO)
Collin Steffes
CAO

From: [Lindsey Juke Turnbull](#)
To: [Jenny Bruns](#); [Elaine Dickie](#)
Cc: [Jodie Lyons](#)
Subject: [EXTERNAL] - RE: Library Board Appointments
Date: June 17, 2025 3:36:04 PM
Attachments: [image002.png](#)
[image003.png](#)

Hi Jenny,
You guessed right!
Dec 2026 is Steve's term expiry date. We would recommend going forward with Cheyenne at this time and asking Rita to reapply in January when we will likely have another vacancy, and would be very interested in having her. Thank you for reaching out regarding this matter!
Lindsey



Lindsey Juke Turnbull

Director

BarrheadPublicLibrary.ca

(780) 674-8524

From: Jenny Bruns <JBruns@barrhead.ca>
Sent: June 17, 2025 2:06 PM
To: Elaine Dickie <elaine@barrheadpubliclibrary.ca>
Cc: Lindsey Juke Turnbull <lindsey@barrheadpubliclibrary.ca>; Jodie Lyons <jlyons@barrhead.ca>
Subject: Library Board Appointments

Elaine/Lindsey:

Please see attached the Letters of Interest that I got from potential library board candidates. Let me know if you have any direction prior to bringing this to Council on the 24th. Also, it was Steve Bablitz that stepped down correct, can you confirm when his term would have ended? I will just add that to my RFD so Council has background.

I just guessed at Lindsey's email address so my apologies if it bumps back!

Jenny Bruns

Director of Planning, Economic Development & Legislative Services



Town of Barrhead
Box 4189, 5014 – 50 Avenue Barrhead, AB T7N 1A2
T 780 674 3301 | barrhead.ca

REQUEST FOR DECISION

To: Town Council

From: Shallon Touet, Director of Parks and Recreation

Date: June 24, 2025

Re: Self-Sanctioned Tier 2 Jr. A “Pay-to-Play” Hockey Teams in Barrhead

1.0 **PURPOSE:**

This request for decision addresses inquiries received from an additional two emerging self-sanctioned “pay-to-play” Junior A hockey leagues—namely, the Alberta Elite Junior Hockey League (AEJHL) and the Canadian-American Junior Hockey League (CAJHL). Both organizations have expressed interest in establishing a team in Barrhead.

2.0 **BACKGROUND AND DISCUSSION:**

The Town of Barrhead has a longstanding history of hosting junior hockey teams. From 1969 to 1990, the Barrhead Elks competed in the Central Alberta Junior B Hockey League, representing the community for over two decades.

After a long absence, junior hockey returned to Barrhead in 2019 with the establishment of the Barrhead Bombers, who played in the Western States Hockey League (WSHL) and later the Canadian-American Junior Hockey League (CAJHL), both classified as Tier II, pay-to-play Junior A leagues. The Bombers operated until 2024.

Despite early enthusiasm, the Bombers faced several challenges. The team roster included no local players, and the team struggled to remain competitive, experiencing prolonged losing streaks. Community support was minimal, with low attendance at games and limited sponsorship from local businesses. Moreover, the organization routinely submitted late payments for facility use and other fees, creating ongoing administrative burdens for Town staff.

Given this experience, Administration has significant concerns regarding the viability and benefit of hosting another pay-to-play junior hockey franchise in the near future.

1) **Northern Junior Hockey League (NJHL):**

- a. On May 27, 2025, Administration presented a request from the Northern Junior Hockey League (NJHL) to host a self-sanctioned, pay-to-play Tier 2 Junior A hockey team in Barrhead and to use the Town’s recreation facilities.
- b. Administration shared the risk of community concern or reputational risk associated with re engaging with organizations previously linked to the league instability.
- c. Council directed Administration to decline the request from the Northern Junior Hockey League.

2) Alberta Elite Junior Hockey League (AEJHL):

- a. On June 10th, Mike Renner submitted a request to bring a team to Barrhead.
- b. Established in May 2025, the AEJHL currently consists of five teams: The High Prairie Red Wings, Lac La Biche Lakers, Mayerthorpe Lightning, Onion Lake Scouts, and Vulcan Rampage. These franchises previously belonged to the Northern Junior Hockey League (NJHL), from which they withdrew.
- c. However, there are significant legal concerns tied to their departure. The NJHL's membership agreement reportedly includes a non-compete clause.
- d. These contractual terms may result in future legal proceedings involving AEJHL teams—posing a risk for any municipality providing support or facilities.

3) Canadian-American Junior Hockey League (CAJHL):

- a. Administration received its third request on June 6th, from yet another league.
- b. The CAJHL is back after a one-year hiatus and is under new management. They have recently entered discussions to join the United States Premier Hockey League (USPHL). If approved this would still take 1-2 years before being able to buy into the USPHL league.
- c. The CAJHL currently operates or is in talks to establish teams in Pincher Creek, Staveland, Warner, Viking, and Sparwood. Additional meetings are scheduled in Vegreville (June 17) and Fort McLeod (June 23) to secure ice agreements.
- d. There may also be contractual terms may result in future legal proceedings involving CAJHL teams as some of them may also have been part of the NJHL, again posing a risk for any municipality providing support or facilities.

4) Anticipated Facility Impacts

- a. Although no detailed ice time request has been received with these proposals, it is expected that either league would seek:
 - **Practice Ice Time:** Monday through Thursday, 10:00 a.m. to 3:30 p.m.
 - **Game Ice Time:** 21 game slots across Friday evenings, Saturday nights, and Sunday afternoons
 - **Facility Use:** A dedicated dressing room and equipment storage area

3.0 ALTERNATIVES:

Council may consider the following options:

- 3.1 Direct Administration to continue discussions with the AEJHL
- 3.2 Direct Administration to continue discussions with the CAJHL
- 3.3 Defer a decision, allowing time for further legal review and stakeholder consultation before moving forward with any leagues that request to play in Barrhead.

4.0 FINANCIAL IMPLICATIONS:

The Town of Barrhead's standard rental rates at the Agrena are:

- \$84.00/hour for weekday practices
- \$179.90/hour for games
(Rates include GST)

While this initiative has the potential to generate modest rental revenue, there is a historical risk of non-payment associated with similar organizations. Past financial performance and accountability should be thoroughly vetted before any agreement is made.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

There are no immediate implications for other municipal departments.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None at this time

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Bringing a Tier 2 Junior A team to Barrhead may appeal to community members interested in expanding local sports offerings. However, partnering with leagues that lack a proven track record of financial and organizational responsibility could expose the Town to reputational and legal risks.

In particular, the AEJHL's departure from the NJHL is expected to result in legal challenges. Given the potential liabilities, it is advisable to take a cautious approach and allow time for these matters to be resolved before pursuing any involvement.

The CAJHL, while undergoing a significant management shift and pursuing alignment with the USPHL, remains untested under its new leadership. Council may wish to monitor the league's progress in other communities before committing to a partnership.

8.0 ATTACHMENTS:

None

9.0 RECOMMENDATION:

That Council adopt a cautious stance and refrain from supporting pay-to-play junior hockey leagues until such time as the Town has the infrastructure necessary to accommodate additional ice time requests, and until these organizations can demonstrate consistent fiscal responsibility and community accountability in other jurisdictions.

RECOMMENDED MOTION (Public):

MOTION 1: That Council decline the request from the Alberta Elite Junior Hockey League to bring a team to Barrhead.

MOTION 2: That Council decline the request from the Canadian-American Junior Hockey League to bring a team to Barrhead.

(original signed by the CAO)
Collin Steffes
CAO

REQUEST FOR DECISION

To: Town Council

From: Collin Steffes

Date: June 24, 2025

Re: Standing Council Meetings & Calendar

1.0 **PURPOSE:**

Recommended Process Improvement

To enhance transparency and public awareness, administration is proposing a process where the year's Council meeting dates are approved annually and then communicated publicly through an annual Standing Council Calendar to share with the public, administration, and other external stakeholders. The Calendar will identify Council meetings, planned Council absences, statutory holidays, budget meetings, office closures and upcoming municipal elections.

2.0 **BACKGROUND AND DISCUSSION:**

The following motions and bylaws of Council have previously directed Council meeting frequency:

1) Bylaw 06/2014:

- a. **Proceedings and the Regular Business of Council and Council Members Bylaw:** The bylaw was passed on May 12, 2014 to include clause 6.8(3):

Regular, Special, Organizational and Council Committee Meetings:
Council shall hold its regular meetings on the second and fourth Tuesday of Each month at 5:30 p.m. in the Town Council Chambers, with the exception of July, August, and December, where there will be one meeting held on the Second Tuesday of these months.

2) Motion 364-22:

- a. **Organizational Council Meeting – October 25, 2022:** Discussion took place regarding adding a second Council Meeting during the months of July and August. Motion was carried unanimously that Council establishes a second Council Meeting during the Months of July and August.
- b. There was no motion to direct administration to amend Bylaw 06/2014 to reflect this motion.

3) Motion 214-24:

- a. **Regular Council Meeting – June 25, 2024:** Council discussed the frequency of Council Meetings during the summer months. Motion was carried unanimously that Council cancel the July 23, 2024, the August 27, 2024, and the September 24, 2024 Council Meetings.

4) Bylaw 04/2025:

- a. **Proceedings and the Regular Business of Council and Council Members Bylaw:** Bylaw 06/2014 was repealed and Bylaw 04/2025 was passed. Clause 6.8(3) was included from the previous bylaw (Bylaw06/2014) specifying, “Council shall hold its regular meetings on the second and fourth Tuesday of Each month at 5:30 p.m. in the Town Council Chambers, with the exception of July, August, and December, where there will be one meeting held on the Second Tuesday of these months.”

Standing Council Calendar Template:

1. Administration is proposing a Standing Council Calendar template to adopt for the remainder of 2025 and moving forward. In the future, it is proposed the Calendar will be brought forward during December Council Budget Meetings, where administration will be directed by Council to set dates for the following year. The approved Calendar will then be posted and followed for the upcoming year.
2. The meeting dates and the use of a Standing Council Calendar in over 12 surrounding municipalities have been reviewed to confirm the common practice of scheduled summer breaks and demonstrate a consistent standard of practice of approving and publishing a Standing Council Calendar.
3. Section 193(1) of the MGA specifies that Council meeting dates can be set at a Council meeting with all Councillors present. Therefore specific dates do not need to be addressed in the Town’s Procedural Bylaw, which will avoid future inconsistencies between annual decisions on meeting dates, and the need to update the Procedural Bylaw accordingly.

Regular council meetings

193(1) A council may decide at a council meeting at which all the councillors are present to hold regularly scheduled council meetings on specified dates, times and places.

Summer & Winter Break

1. **Summer:** July and August see many (administration, council, public, consultants, external stakeholders) taking summer vacations. This results in some seasonal slowdowns, and challenges in populating and administering Council meeting agendas.

As such, it is common practice for municipalities to schedule only 1 Council per month in July and August. For the remainder of 2025 Administration is recommending that Council schedule meetings on the second Tuesday of July and the fourth Tuesday of August.

In the event an urgent matter requiring Council oversight emerges, Council still has the ability to schedule and call a Special County (MGA - Section 194(1)).

2. **Winter:** Administration is recommending that Council schedule one meeting in December on the second Tuesday of the month.

If Council agrees to a process where these dates are set annually, and published in a Standing Council Meeting Calendar, Bylaw 04/2025 can be amended to:

have Section 6.8 (3): Council shall hold its regular meetings on the second and fourth Tuesday of each month at 5:30 p.m. in Town Council Chambers. with the exception of July. August and December, where there will be one meeting held on the second Tuesday of these months,

revised to read:

Section 6.8 (3): Council shall annually schedule regular meetings in Town Council Chambers, in accordance with the Municipal Government Act.

3.0 **ALTERNATIVES:**

- 3.1 Council may choose to direct administration to update the approved Standing Council Calendar template with amended dates.
- 3.2 Council may direct administration to amend Bylaw 04/2025 with other recommended changes to 6.8(3).

4.0 FINANCIAL IMPLICATIONS:

None.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Administration will be directed to amend Bylaw 04/2025 to reflect changes to clause 6.8(3), and to finalize distribute and post the Standing Council Calendar

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Posting the Standing Council Calendar promotes openness and transparency with the public and other external stakeholders.

8.0 ATTACHMENTS:

8.1 Draft of Amended Bylaw 04/2025

8.2 Draft of Standing Council Calendar with dates proposed for remainder of 2025

9.0 RECOMMENDATION:

That Council adopt the new Standing Council Calendar with proposed dates and further direct administration to amend Bylaw 04/2025.

RECOMMENDED MOTIONS (Public):

MOTION 1: That Council approve the Standing Council Calendar as a template to use for the remainder of 2025 and for upcoming years.

MOTION 2: That Council approve the proposed dates on the 2025 Standing Council Calendar.

MOTION 3: That Council approve amended Bylaw 04/2025 to amend clause 6.8(3) to read: "Council shall annually schedule regular meetings in Town Council Chambers, in accordance with the Municipal Government Act."

(original signed by the CAO)
Collin Steffes
CAO

TOWN OF BARRHEAD

BYLAW NO. 04-2025 AMENDED

(Repeals Bylaw 06-2014)

A BYLAW OF THE COUNCIL OF THE TOWN OF BARRHEAD, IN THE PROVINCE OF ALBERTA, TO PROVIDE RULES GOVERNING THE PROCEEDINGS AND THE REGULAR BUSINESS OF COUNCIL AND COUNCIL COMMITTEES

WHEREAS Section 145 (b) of the *Municipal Government Act*, RSA 2000, Chapter M-26, provides that Council shall by bylaw make rules for calling meetings and governing its proceedings, the conduct of its members, the appointment of committees, and for the transaction of its business; and

WHEREAS the *Municipal Government Act* provides that Council may establish committees to consider matters referred to them by Council, may appoint the members of such committees and may require reports of the findings or recommendations of the committees; and

WHEREAS, Bill 20, being an Act to amend the Municipal Government Act received royal assent on May 30, 2024; and

WHEREAS, Bill 20 requires municipalities to offer electronic options for public hearings on planning and development matters;

NOW THEREFORE, the Council of the Town of Barrhead enacts as follows:

This bylaw shall not be repealed, amended or suspended, except according to the Municipal Government Act.

SHORT TITLE

1.0 This bylaw is called “**The Procedural Bylaw**”.

DEFINITIONS

2.0 In this bylaw:

- (1) “Business Day” means a day on which the municipal offices are open for business.
- (2) “Chair” means the Mayor, Deputy Mayor or presiding officer who presides over Council and/or committee meetings.
- (3) “CAO” means the Chief Administrative Officer for the municipality or his/her designate.
- (4) “CEO” (Chief Elected Officer) means the Mayor.
- (5) “Committee of the Whole” means a committee of the whole Council where no bylaw or resolution, apart from the resolution necessary to revert back to an open meeting may be passed.
- (6) “Town” means the Town of Barrhead, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Town.
- (7) “Council” means the duly elected Council of the Town of Barrhead.
- (8) “Council Committee” means a committee appointed by Council under section 146 of the *Municipal Government Act (MGA)* to provide advice and make recommendations to Council (excepting the Library Board).
- (9) “Presentation” means any person or persons that have the permission of Council to appear before Council or a committee of Council to provide pertinent information and views about the subject before Council or Council committee.
- (10) “Electronic Meeting” is a meeting held in two or more places with the participants using electronic means of communication.
- (11) “Emergent items” shall be considered as those items of an emergency nature that cannot be left until the next meeting or require immediate attention.

When the nature of an emergent item is in question, its acceptance for the agenda shall be determined by a unanimous vote of Council.

- (12) “*Freedom of Information and Protection of Privacy Act*” or “*FOIP*” means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, as amended or legislation substituted therefore.
- (13) “In Camera” means at a meeting closed to the public to discuss Labour, Land or Legal. No motions may be made or passed at such a meeting.
- (14) “Meeting” means duly constituted regular or special open meetings of Council where bylaws and resolutions are formally ratified.
- (15) “Member” means a member of Council, duly elected and continuing to hold office.
- (16) “*Municipal Government Act*” means the *Municipal Government Act* RSA 2000, chapter M-26.1 of the Statutes of Alberta as amended or legislation substituted therefore.
- (17) “Motion” means a formal proposal by a member of Council in a meeting, that the group take certain action.
- (18) “Notice of Motion” is the means by which a Member of Council brings business before Council.
- (19) “Person” means a reference in discourse to the speaker, the person spoken to, or another person capable of having legal rights and duties.
- (20) “Point of Order” means a demand that the Chair enforce the rules of procedures.
- (21) “Point of Privilege” means a request made to the Chair or Council on any matter related to the rights and privileges of Council or individual Councillors and includes the:
 - a) Organization and existence of Council,
 - b) Comfort of members,
 - c) Conduct of employees or members of the public in attendance at the meeting.
- (22) “Postpone” means to delay the consideration of any matter to a definite time when further information is to be available.
- (23) “Public Hearing” is a Meeting:
 - a) To hear matters pursuant to the *Municipal Government Act*; or
 - b) Other matters which Council directs be considered at a Public Hearing.
- (24) “Quorum” as outlined in the *Municipal Government Act* is the majority of all the Councillors that comprise the Council.
- (25) “Special Resolution” means a resolution passed by two-thirds majority of all members.
- (26) “Table” means a motion to delay consideration of any matter during the same meeting.

STRUCTURE

3.0 Of Council:

- (1) The Council of the Town of Barrhead shall consist of seven (7) Members of Council, being one (1) Mayor and six (6) Councillors.
- (2) All 7 members of Council shall be elected by a vote of all eligible voters of the Town of Barrhead.
- (3) The Chief Elected Official shall be designated and addressed as Mayor.
- (4) Councillors shall be addressed as Councillor.
- (5) Councillors shall each serve a two month term as Deputy Mayor, rotating in the manner as agreed upon by Council.
- (6) The Mayor at the discretion of the Mayor may permit the Deputy Mayor as per the Organizational Meeting; to chair a meeting of Council when the Mayor is in attendance.

- (7) The Mayor may, at the discretion of the Mayor, be an adhoc member of all Council committees and all bodies to which Council has the right to appoint members under the Municipal Government Act.
- (8) Seating of Councillors shall be as determined by the Mayor at the yearly organization meeting of Council.

APPLICATION

- 4.0 The following rules shall be observed and shall be the rules and regulation for the order and conduct of business in all regular and special meetings of Council and its committees, all In Camera meetings.

SEVERABILITY

- 5.0 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

MEETINGS AND PROCEEDINGS

- 6.0 This bylaw covers the following areas:
 - (1) Rules of Order
 - (2) Conduct
 - (3) Pecuniary Interest
 - (4) Agendas
 - (5) Notice of Meeting
 - (6) Meeting Etiquette
 - (7) Regular, Special, Organizational and Committee meetings
 - (8) Order of Business
 - (9) Presentations
 - (10) Public Hearings
 - (11) In Camera Meetings
 - (12) Rights in Debate
 - (13) Motions
 - (14) Voting
 - (15) Bylaws, Resolutions and Policies
 - (16) Minutes
 - (17) Spokespersons

Rules of Order:

- 6.1 Rules of Order:
 - (1) All meetings of Council will follow the provisions of this Procedural Bylaw and will be carried out using the provisions of the Municipal Government Act and Roberts Rules of Order.
 - (2) The conduct of all Town business is controlled by the general will of the Council and committee members – the right of the majority to decide, accompanied by the right of the minority to require the majority to decide only after a full and fair deliberation, in a constructive and democratic manner, of the issues involved.
 - (3) At no time is it intended that undue strictness of adherence to the rules of order intimidate members or limit full participation.
 - (4) All remarks must be directed to the Chair, and be courteous.
 - (5) Individuals who arrive late for meetings shall not have prior discussion reviewed for them except with the unanimous consent of all members present.
- 6.2 Quorum
 - (1) A quorum of Council meetings will be a simple majority of Council.
 - (2) A wait of thirty (30) minutes will be allowed to establish a quorum.

6.3 Conduct of Members of Town Council

- (1) Councillors and committee members shall carry out required duties to the best of their ability, be accountable for their decisions and actions, and strive to create a courteous, respectful atmosphere.
- (2) The presiding Chair shall maintain order and decorum at all Council meetings, and rule on points of order, citing the applicable governing rule or authority.
- (3) The presiding Chair shall encourage questions, treating them impartially, with sound judgment.
- (4) No speaker shall be interrupted by private conversations or comments, except on a point of order or point of privilege.
- (5) No member of Town Council may give specific direction to any staff member at any committee meeting; any direction shall come from the full Council at a duly assembled meeting, as delegated to the CAO or designate.
- (6) Any member of Council or the public shall not speak on a matter not before the meeting and shall not shout, use profane, vulgar or offensive language.
- (7) Members of Council and the public shall not make public personal comments about any staff or Council members.
- (8) Any member of the public who, while in the Council Chamber, interrupts and disturbs the proceedings of Council by words or actions and who, when so requested by the presiding officer, refuses to end such interruption or to leave the Council Chambers if so requested, shall be subject to removal from the Council Chambers by the RCMP.

6.4 Pecuniary Interest

- (1) Anyone with a pecuniary interest as defined in Section 169 of the *Municipal Government Act* shall declare that interest, and shall not participate in any debate or decision concerning the matter. Such pecuniary interest shall be recorded in the minutes.

6.5 Agendas

- (1) The CAO or designate shall be responsible for preparing meeting agendas, including input from members of Council, Town staff, and other participants as required.
- (2) An agenda may be amended by agreement of the whole Council or committee at the start of any meeting.
- (3) Meeting agendas shall be made available at least two business days prior to the time of the meeting.
- (4) Agenda items and applications from delegations shall be accepted up to Wednesday noon, prior to the meeting and approved at the discretion of the Mayor or designate.

6.6 Notice of Meeting

- (1) Regular Council meetings: Notice to the members of Town Council and the public is not required unless there is a change in meeting date, time and place in which case the CAO or designate shall deliver notice to all members of the Council and to the public at least one business day prior to the day of the Council meeting.
- (2) Special Council meetings shall be called in accordance with Section 194 of the *Municipal Government Act*.
- (3) Notice of committee meetings shall be given to participants and the public at least one business day in advance.

6.7 Meeting Etiquette

- (1) Accepted conventions of meeting protocol shall be used to facilitate respect, orderly progression, and attentiveness.
- (2) The designated Chair shall start the meeting on time; explanation of a late start shall be included in the minutes.
- (3) Speakers shall raise their hands to be recognized by the Chair, and shall then have the floor.
- (4) Respect for all participants and guests shall be shown at all times, there shall be no side comments or private conversations.
- (5) When addressing any participants in a meeting, the use of official titles is required. (eg. Councillor Miller, Mrs. Whalen or Mr. Brown).
- (6) Active participation is expected, with the intent of arriving at the best solutions for the Town.
- (7) The next meeting must be scheduled (date, time, and location).
- (8) The meeting must be formally adjourned.

6.8 Regular, Special, Organizational and Council Committee Meetings

- (1) All Town meetings shall be open to the public, except for any In Camera portions.
- (2) All Council and committee meetings shall be held in accordance with the provisions of the *Municipal Government Act*.
 - (a) The CAO or designate shall record the minutes of all Council and committee meetings, and provide the required written reports of committee activities to the next regular Council meeting.
- ~~(3) Council shall hold its regular meetings on the second and fourth Tuesday of each month at 5:30 p.m. in Town Council Chambers, with the exception of July, August and December, where there will be one meeting held on the second Tuesday of these months.~~ Council shall annually schedule regular meetings in Town Council Chambers, in accordance with the *Municipal Government Act*.
- (4) When a regular Council or committee meeting falls on a legal holiday, the meeting shall be rescheduled to the next business day following the regular meeting date.
- (5) Any regular meeting may be cancelled or postponed by resolution of Council.
- (6) Special Council meetings shall be called in accordance with the *Municipal Government Act*.
- (7) Council may establish Council committees and other bodies as necessary under the *Municipal Government Act* and shall determine Terms of Reference for each.
- (8) Committee members shall be appointed annually by Council at the annual organizational meeting.
- (9) Each committee is responsible for reviewing and making recommendations to Council on all bylaws and policies dealing with subject matter germane to that committee.
- (10) Committee meetings shall set date, time and location.
- (11) Committees may pass no resolutions other than a motion to report to or make recommendations to Council.
- (12) No committee has the power to pledge the credit of the municipality or commit the municipality to any particular action.
- (13) Evening meetings shall be adjourned by 9:00 p.m., unless a resolution to continue is passed by simple majority.
- (14) The annual Organizational Meeting must be held at a designated time in accordance with the *Municipal Government Act*.
- (15) When one (1) or more elected officials participate in Council or committee meetings through an electronic device or other communication facilities, the

meeting will be deemed an electronic meeting as per the *Municipal Government Act*.

- (16) In any case where a member of a committee is absent from the Town or is otherwise unable to attend meetings of the committee of which he/she is a member, the Mayor may temporarily appoint a member to that committee, with such appointment being restricted to one meeting unless authorized by Council.

6.9 Order of Business

- (1) Council and Town committees shall use the following order of business unless changed by unanimous consent. Council will address confidential (in camera) items where possible at the monthly Committee of the Whole meeting. The order of business established in this section shall apply unless altered by the presiding officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.
- (2) Councillors shall provide verbal or written committee reports at the next Council meeting following a committee meeting.
- (3) The following is the template that will be used for all Council meeting agendas:
 - (1) Call to Order
 - (2) Adoption of Agenda
 - (3) Adoption of Minutes
 - (4) Public Hearings
 - (5) Delegations
 - (6) Old Business
 - (7) New Business
 - (8) Councillor Reports
 - (9) Minutes
 - (10) Bylaws
 - (11) Correspondence
 - (12) For the Good of Council
 - (13) Tabled Items
 - (14) In Camera
 - (15) Adjournment

6.10 Public Hearing Procedures

- (1) The Mayor or designate declares the Public Hearing open and states that the Hearing is held pursuant to the relevant sections of the *Municipal Government Act, 2000*, as amended.
- (2) The Mayor requests the Municipal Secretary to confirm:
 - (a) What the purpose of the Public Hearing is:
 - (b) That the Public Hearing notice was advertised in the local newspaper and on the Town's Website.
 - (c) That any written submissions received and not included in the Public Hearing agenda package are read into the record.
- (3) The Mayor or designate states that all persons giving oral presentations are to clearly state their name and that presentations are to be brief and to the point.
- (4) The order for the Public Hearing presentation will be:
 - (a) Administrative staff
 - (b) Those in favour
 - (c) Those opposed
 - (d) Any other person deemed to be affected and wishes to be heard

- (5) The Mayor or designate may allow questions from members of Council after each presentation.
- (6) The Mayor or designate may allow a concluding statement from those who have made a presentation.
- (7) After all presentations are made the Mayor or designate will declare the Public Hearing Closed.
- (8) Pursuant to Section 199 (2.1) of the *Municipal Government Act*, Public Hearings under Part 17 may be conducted electronically in accordance with this Section of this Bylaw.
- (9) Public Hearings may be conducted by the following electronic means:
 - (a) Telephone; or
 - (b) Zoom or other electronic platform approved by Council.
- (10) Where an attendee of a Public Hearing wishes to attend the Public Hearing electronically, notice must be provided to administration at least one (1) week prior to the commencement of the Public Hearing.
- (11) Where administration receives a request to conduct a Public Hearing electronically, administration shall issue a notice to the public via the Town's website no less than two (2) days before the commencement of the Public Hearing that the Public Hearing will be conducted via electronic means, with such notice setting out the website address or link, or telephone number, required to access the Public Hearing.
- (12) Where the *Municipal Government Act* requires information in respect of the Public Hearing to be made publicly available, such information shall be provided as part of the notice of Public Hearing, and will be made available via the Town's website during the course of the Public Hearing.
- (13) The Mayor, Deputy Mayor or Presiding Officer shall announce to those in attendance at an electronically-conducted Public Hearing the names of all Council members present.
- (14) Council members may also attend a Public Hearing via electronic means, in accordance with the procedure set out in Section 6.8(15) of this Bylaw.
- (15) Electronic access to a Public Hearing may be restricted or suspended in accordance with Section 197 of the *Municipal Government Act* and Section 6.11(4) of this Bylaw.

6.11 In Camera

- (1) Any In Camera items are approved by the Mayor and CAO in accordance with the provisions of the *Municipal Government Act* the *Freedom of Information and Protection of Privacy Act*.
- (2) The In Camera portion of the agenda will be distributed to members of Council and other essential persons at a Council meeting.
- (3) In accordance with the *Municipal Government Act*, Section 153 and the *Freedom of Information and Protection of Privacy Act*, all members are required to keep in confidence matters discussed In Camera until the item is discussed at a meeting held in public.
- (4) In Camera meeting is closed to all members of the public and staff, except at the discretion of Council.
- (5) Under the *Freedom of Information and Protection of Privacy Act* (FOIP), Boards may close all or part of their meetings in accordance with the *Municipal Government Act*.
- (6) Any meeting of Council will go In Camera by motion and the times going in and coming out of camera shall be recorded in the minutes.
- (7) Council shall not pass resolutions or bylaws during In Camera meetings. Any decisions reached by consensus during the In Camera meeting must be passed as motions when the regular meeting resumes.
- (8) No record of discussion taking place In Camera will be kept.

6.12 Rights in Debate

- (1) Debate shall follow Roberts Rules of Order

6.13 Motions

- (1) Motions shall be made according to Robert Rules of Order
- (2) Where the Town has a contractual liability or obligation, Council shall not reconsider, vary, revoke, or replace any motion except to the extent that it does not avoid or interfere with such liability or obligation.
- (3) The following motions are not debatable by members:
 - (a) Adjournment
 - (b) To take a recess
 - (c) Question of privilege
 - (d) Point of order
 - (e) To limit debate on a matter before members
- (4) A Point of Privilege pertains to noise, personal comfort, etc. and should only interrupt discussion if unavoidable.
- (5) A Parliamentary Inquiry is a query as to the correct motion, to accomplish a desired result, or to raise a Point of Order.
- (6) A Point of Information generally applies to a question asked of the speaker.
- (7) A Point of Order refers to an infraction of the rules or improper decorum in speaking, and must be raised as soon as the error is made.
- (8) To Amend is to insert or strike out words or paragraphs, or substitute whole paragraphs or resolutions; this motion may be made by any member. There will be no more than two (2) amending motions on the table at any one time.
- (9) Amendments shall be voted on in reverse order to that in which they are moved, and all amendments shall be decided on or withdrawn before the original motion is put to a vote.
- (10) To Withdraw or Modify a Motion can be done only after a motion is stated; mover can accept an amendment without obtaining the floor.
- (11) To Refer is to state which committee or administration sector is to receive the motion for research/further information, and shall include terms, timelines, and necessary explanations.
- (12) To Limit Debate is to close debate at a set time, or limit it to a set period.
- (13) To Postpone is to state the time the motion or agenda item will be resumed (usually the next regular meeting), and must be passed by a majority of members present. It shall appear on the agenda for the meeting date specified as an item of unfinished business.
- (14) To Table is to temporarily set aside an issue and bring it back at the same meeting.
- (15) To Reconsider can be made only by an individual on the prevailing side who has changed position or view.
- (16) To Appeal the Decision of the Chair is an appeal which the assembly must decide, and must be made before other business is resumed; NOT debatable if it relates to decorum, violation of rules, or order of business.
- (17) To Suspend the Rules allows a violation of the assembly's own rules; the object of the suspension must be specified.
- (18) A Motion to Adjourn is not subject to debate and will be voted on immediately.

6.14 Voting

- (1) Voting shall be made in accordance to Robert's Rules of Order.

6.15 Bylaws, Resolutions and Policies

- (1) Bylaws and resolutions shall be created and dealt with according to the provisions of the Municipal Government Act and Roberts Rules of Order.

- (2) Draft policies shall be prepared at the request of Council or a committee by the appropriate committee or Town staff, and shall be reviewed by the appropriate committee before being presented for approval. Copies of the drafts shall be included in the agenda packages according to Town procedure.
- (3) Policies shall be presented for discussion, and passed by simple majority, and shall come into effect as soon as they are passed unless they contain a deferred implementation.

6.17 Minutes

- (1) Minutes of all proceedings of regular and special Council and committee meetings shall be recorded in accordance with the *Municipal Government Act*.

6.18 Spokespersons

- (1) The Mayor speaks for the Town unless that power is designated to another person, on a case-by-case basis only.
- (2) Individual Councillors or committee members have no authority to act outside established bylaws and policy.
- (3) Democratic process includes the right to debate, question, and discuss, but once a decision is made, that is the recognized decisions of Council.
- (4) Councillors and committee members should remember that advocacy and information for ratepayers are part of their responsibilities, but always within parameters set by Council decisions.
- (5) No special interests shall be promoted over the common interest.
- (6) Councillors and committee members who are approached about issues not covered by policy or bylaw shall bring such concerns to Council, and not attempt to resolve them; Council shall forward them to Administration or committee, as appropriate.

6.19 Repeal

Bylaw 06-2014 of the Town of Barrhead and any amendments are hereby repealed.

6.20 Coming into Force

- (1) The attached “Schedule A” forms part of this Bylaw
- (2) This bylaw shall come into full force and effect upon the final passing thereof.
- (3) Upon third reading of Bylaw 04-2025, Bylaw 06/2014 and all amendments thereto are hereby repealed.

Read a first time this _____ day of _____, 2025

Read a second time this _____ day of _____, 2025.

Read a third time this _____ day of _____, 2025 and passed.

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Collin Steffes

SCHEDULE “A”

Making a Presentation at a Council Meeting

Council encourages members of the public to express their views and concerns on municipal issues and believes that the procedures for public input should be fair to all those who attend Council meetings.

- (1) Any person wishing to appear before Council or to address an agenda item not designated as a public hearing shall provide written notice to the Municipal Secretary no later than noon on the Wednesday proceeding the meeting day.
- (2) Approval of a presentation is subject to the Mayor's or designates discretion.
- (3) Any person or delegation addressing Council shall state name(s), address(es), and the purpose of the presentation, if requested by Council.
- (4) Presenters/delegates shall speak only on the matters for which they have submitted to Council and have been included on the agenda.
- (5) Presenter/delegates may be limited in the time they are permitted, but shall generally be allowed 15 minutes for presentation and discussion, which time can be extended or decreased at the discretion of Council.
- (6) Council may ask questions of the presenter/delegation which are relevant to the subject of the presentation.

Presenters/delegates shall respect the formal nature of the Council meeting and abide by the underlying parliamentary principles associated with dignity and decorum in public assemblies. Presenters/ delegates shall refrain from making negative references to any individual or group including but not limited to, members of Council, Town staff, boards or committees etc. and shall use polite and respectful language when addressing Council.

2025

Council & SLT Meeting Schedule

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
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						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
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23	24	25	26	27	28	29
30	31					

April						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
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25	26	27	28	29	30	31

June						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
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					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
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14	15	16	17	18	19	20
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28	29	30				

October						
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26	27	28	29	30	31	

November						
S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



Council Meeting
Conferences



Holidays / Stats - Offices Closed (Dec 24 closed 1/2 day)

(May 29-June 1: FCM, June 26: AB Munis' Leaders Caucus, & Nov 12-14: AB Munis Conference)



Budget Meetings

REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

Date: June 24, 2025

Re: Community Related Organizations Under the Town's Utility Rates

1.0 PURPOSE:

For Council to discuss Community Related Organizations that are currently under the Town's rate agreements, and the associated potential financial risks to the Town.

2.0 BACKGROUND AND DISCUSSION:

Community Related Organizations can currently request to be listed under the Town's utility umbrella to receive the same gas and power rates as Town properties. At this time, the following organizations are actively listed under the Town's utility arrangements:

1. Barrhead District Historical Society – since August 31, 2004
2. Barrhead Curling Club – since January 1, 2004
3. Barrhead Family and Community Support Services – since January 1, 2004
4. Blue Heron Support Services – since January 1, 2004

Administration has reviewed the Council meeting minutes from 2003 and 2004 and has concluded that Council was never made aware of these organizations being listed under the Town's utility umbrella.

Although there is no cost to the Town to have active Community Related Organizations under our utility umbrella, Administration has recently been made aware that if there is any default in paying the gas and power bills by one of the above organizations, the Town is ultimately responsible for the outstanding bill.

To date, Administration is not aware of any utility payment defaults from the above organizations. However, Council may wish to consider passing a motion requiring that all Community-Related Organizations wishing to remain under the Town's Utility Umbrella must enter into a formal agreement with the Town. This agreement would stipulate that these organizations are solely responsible for their own utility charges, and that the Town shall not be held liable for any outstanding debts incurred by these organizations.

A draft agreement is enclosed for Council's review.

3.0 ALTERNATIVES:

- 3.1 Council may allow the four Community Related Organizations to remain under the Town's utility umbrella without signing a Utility Umbrella Agreement.
- 3.2 Council may choose to remove the four Community Related Organizations from the Town's utility umbrella.

4.0 FINANCIAL IMPLICATIONS:

Even with a signed agreement in place, there remains a risk of default. In the event that an organization fails to meet its payment obligations, the Town could ultimately still be held responsible for covering any unpaid utility charges.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

This does not impact any other departments.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not Applicable

8.0 ATTACHMENTS:

Draft Utility Umbrella Agreement

9.0 RECOMMENDATION:

That Council allow the current Community Organizations to remain under the Town's utility umbrella, provided they each sign the approved Utility Umbrella Agreement acknowledging that they are fully responsible for their own utility bills, and the Town assumes no responsibility for payment of those utility bills. In addition, all future requests to become an active Community Related Organization under the Town's utility umbrella will be submitted to Council for approval and be required to enter into the approved agreement.

RECOMMENDED MOTIONS (Public):

Motion1: That Council approve the proposed Utility Umbrella Agreement that allows Community Related Organizations to receive the same gas and power utility rates as those applied to the Town, subject to the terms and conditions within the Agreement.

Motion 2: That Council direct Administration to enter into Utility Umbrella Agreements with each of the four Community Related Organizations, being the Barrhead District Historical Society, the Barrhead Curling Club, Barrhead Family and Community Support Services and Blue Heron Support Services.

Motion 3: That Council require all community organizations, requesting to be under the Town's Utility Umbrella, to enter into the Utility Umbrella Agreement.

Motion 3: That Council direct Administration to remove any Community Related Organizations from the Town's Utility Umbrella. if the Organization(s) choose(s) not to enter into the Utility Umbrella Agreement with the Town.

(original signed by the CAO)
Collin Steffes
CAO

UTILITY UMBRELLA AGREEMENT

This Agreement is made and entered into this ____ day of _____, 2025, by and between:

The Town of Barrhead

(hereinafter referred to as the “Town”),

and

<<Community Related Organization>>

(hereinafter referred to as “#####”).

1. PURPOSE

The purpose of this Agreement is to formalize the inclusion of <<Community Related Organization>> as a **Community Related Organization** under the Town of Barrhead’s utility umbrella. This status will allow ##### to receive the same gas and power utility rates as those applied to the Town, subject to the terms and conditions outlined herein.

2. UTILITY RATE STATUS

The Town agrees to include ##### under its utility umbrella for the sole purpose of receiving Town-equivalent utility rates for gas and power services.

3. PAYMENT RESPONSIBILITY

shall remain **solely and fully responsible** for the payment of all gas and power utility bills issued in connection with their facility. The Town assumes **no liability or responsibility** for any non-payment, late payment, additional fees and charges, or disputes arising from ##### utility accounts.

All utility bills shall continue to be issued directly to #####, and payment shall be made directly by ##### to the applicable utility service provider.

4. TERM AND TERMINATION

This Agreement shall be effective as of the date first written above and shall continue in effect until terminated by either party with thirty (30) days written notice.

The Town reserves the right to revoke ##### status under the utility umbrella at its sole discretion should ##### fail to comply with the terms of this Agreement, including payment obligations.

5. GENERAL PROVISIONS

5.1 This Agreement does not constitute a partnership or joint venture between the parties.

5.2 Any amendments or modifications to this Agreement must be in writing and signed by both parties.

5.3 This Agreement shall be governed by and interpreted in accordance with the laws of the Province of Alberta.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

THE TOWN OF BARRHEAD

<COMMUNITY RELATED ORGANIZATION>

Per: _____
Collin Steffes, CAO

Per: _____

Date: _____

Date: _____

ADMINISTRATION

- Council approved the application from Agnes Memorial Mosside United Church for a donation of \$2,047.50 under the Community Grants Policy to assist with subdivision fees for realignment of cemetery lines to include all gravesites on the church property.
- Authorized the Reeve to sign the Grant Agreement between Alberta Transportation & Economic Corridors and the County of Barrhead to access grant funds to a maximum of \$405,000 each under the STIP Local Road Bridge Component for BF 74972 & BF 76144 Culvert Replacements.
- Denied the request from the landowner to increase the standard of the undeveloped road allowance to SE 26-59-06-W5 as it does not align with policy and creates potential liability for the County.
- Directed the Policy Committee to review Policy 32.04 Road Construction Standards.
- Directed CAO to engage legal counsel to explore options for alternative access to SE 26-59-06-W5.
- Approved the additional CPO FTE and directed Administration to include the position in the 2026 Operating budget.
- Awarded the contract to Wolfe Chevrolet for the purchase of a 2025 Chevy Silverado SSV at a cost of \$57,359 excluding GST.
- Authorized Administration to proceed with the acquisition of related vehicle & officer equipment up to \$77,141 to be funded by unrestricted reserves.
- Received for information the County Manager's written report (resolution tracking list) and updates on:
 - Policy Meeting schedule for June 24, 2025
 - Waterworks (Pond Days) had 181 grade 4 students participating
 - Planning for an upcoming Election Candidate Information Session
- Directed Administration to bring back information on historic YRL per capita contributions
- Directed Administration to get further information on "Intensive Livestock Working Group – Stock Talk Initiative" and how the County could collaborate with them.

CORPORATE SERVICES

- Council accepted the 2025 Project Dashboard for information.
- Approved the following financial reports: Cash, Investments, & Taxes Receivable Report, Payments Issued Report, YTD Budget Report, YTD Capital Report, and Elected Official Remuneration Report as of May 31, 2025

PLANNING

- Council approved subdivision application 25-SUB-061 proposing to create two (2) agricultural parcels of 32.28 Ha (80.0 ac) and 28.3 Ha (69.8 ac) within NW 15-58-01-W5 with the conditions as presented.

PUBLIC WORKS

- Council awarded construction contract for Bridge Culvert Replacement & Other Work for BF74538 & BF74974 to Plains Constructors Canada Ltd. for \$489,200, including site occupancy, excluding GST.
- Approved the full scope of the Manola Lagoon Sounding & Assessment project in 2025 at a cost of \$27,087, with additional funds to come from current year revenue from this department.

Next Regular Council Meeting – Tuesday July 15, 2025, at 9:00 a.m.